



# Federal Aviation Administration

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## Memorandum

Date: March 12, 2015

To: All Manufacturing Inspection Offices  
All Aircraft Certification Offices

From: FOR  David Hempe, Manager, Design, Manufacturing, & Airworthiness Division  
AIR-100

Prepared by: David Magruder, Surveillance and Oversight Policy Section, AIR-143

Subject: INFORMATION: Inaccessible Web Address in FAA Order 8100.11C, *Decision Paper Requirements for Undue Burden and No Undue Burden Determinations Under 14 CFR Part 21 for Production and Export Airworthiness Approvals*

Memo No.: AIR100-15-140-PM13

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Please be advised that due to a change in the FAA intranet architecture, the web address for the Undue Burden Decision Paper (UBDP) SharePoint site, referenced on page 7, paragraph 13c(4) of FAA Order 8100.11C, is inaccessible.

The accessible web address for the UBDP SharePoint site is:

[https://my.faa.gov/org/linebusiness/avs/offices/air/div\\_dir/air40.html](https://my.faa.gov/org/linebusiness/avs/offices/air/div_dir/air40.html) under the heading "Undue Burden Decision Paper Listing."

UBDPs can be uploaded to the UBDP SharePoint site as follows:

1. Click on the accessible web address link.
2. Scroll to the bottom of the page and click "Add new item."
3. Complete the applicable boxes.
4. Click on the "Attach File" tab to upload the UBDP.
5. Click the "Save" tab to complete.

The accessible web address will be incorporated into the next revision of FAA Order 8100.11.

If you have any questions, or require additional information, please contact the Surveillance and Oversight Policy Section, AIR-143, at (202) 267-1575.